



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

ASSOCIATE PERSONNEL ANALYST (APA)

\$4,400 - \$5,348

**HUMAN RESOURCES MANAGEMENT DIVISION
SACRAMENTO**

RESPONSIBILITIES:

Under the direction of the Human Resources Management Division's Manager of Personnel Operations, serves as a personnel analyst in the Classification and Pay Unit. The personnel analyst performs variety of work on projects related to recruitment, hiring, classification and compensation, employee discipline, employee grievances and other labor relations related issues. Provides human resources management services to all levels of departmental management. Provides advice and assistance on a variety of human resources management problems and does other related work as required. **This position is designated Confidential.**

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in classification and pay, preferably in the Progressive Discipline Process and Adverse Actions;
- Ability to work with independently under general direction;
- Ability to handle multiple priorities effectively;
- Ability to communicate effectively and make presentations before groups;
- Strong written communication skills with the ability to analyze data and independently prepare proposals and justifications;
- Ability to negotiate complex, controversial, or sensitive matters under stressful conditions and the ability to independently resolve disputes;
- Ability to develop effective working relationships with all levels of staff;

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Personnel Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814 – Human Resources. **Please indicate “Associate Personnel Analyst #413-191-5142-XXX” on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: September 24, 2012 – Close of Business

NOTE: Interested individuals must submit an application in order to be considered for this position.

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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
